



Cuyahoga Regional HIV Prevention and Care Planning Council

Ashtabula, Cuyahoga, Geauga, Lake, Lorain and Medina Counties
Kimberlin Dennis, Brian Kimball, Christy Nicholls, Co-Chairs

Full Planning Council Minutes

Wednesday, October 16, 2024

5:30 pm to 7:00 pm

Start: 5:34 pm

End: 7:01 pm

Facilitating Chair: B. Kimball

Moment of Reflection

Welcome and Introductions

Approval of Agenda: October 16, 2024

Addendum:

Motion: J. Citerman-Kraeger

Seconded: N. O’Neal

Vote: In Favor: All

Opposed: 0

Abstained: 0

Approval of the Minutes: September 18, 2024

Motion: J. Stevenson

Seconded: J. Patterson

Vote: In Favor: 23

Opposed: 0

Abstained: 2- M. Deighan, S. Washington

Ryan White Cleveland TGA YTD Expenses by Service Category (FY 2024-10/15/2024) - M. Baker

Priority Ranking	Category	Total Awarded	YTD Spending %	YTD Spending Total	Unduplicated 9/25/2024
	Core Services Total	\$3,386,270.00		\$ 1,776,190.00	
5	Outpatient/Ambulatory Health Services	1,166,577.00	52.99%	618,172.95	1743
6	Medical Case Management	1,143,044.00	57.79	660,536.56	772
1	Oral Health Care	232,811.00	53.57%	124,711.43	225
11	Mental Health Services	348,376.00	41.81%	145,672.88	352
14	Medical Nutrition Therapy	66,817.00	56.04%	37,444.04	85
8	Early Intervention Services	373,174.00	41.85%	156,186.76	248
12	Home Health Care Services	11,766.00	53.63%	6,310.48	24
13	Home/Community Based Health Care	43,705.00	62.13%	27,154.90	23
	Support Services Total	\$816,099.00		\$ 451,269.94	
3	Medical Transportation	90,771.00	66.21%	60,100.23	902
15	Emergency Financial Assistance	12,187.00	6.07%	739.95	3
7	Non-Medical Case Management Services	373,170.00	48.66%	181,573.41	906
9	Psychosocial Support	61,774.00	76.21%	47,078.40	73
16	Food Bank/Home Delivered Meals	82,787.00	49.99%	41,382.60	301
4	Other Professional Services	195,410.00	61.61%	120,395.35	139
	All Totals	\$4,202,369.00	53.00%	\$ 2,227,459.94	2747

OVERUTILIZED ON TARGET UNDERUTILIZED

Ryan White Part A Fiscal Report Review– M. Baker

As we always strive to be transparent in our reporting, there have been some discrepancies in human errors and on submission of invoices for which we are worked to make corrections for overall improvement. With that, we are currently at 53% for expenditures, the target being 50%, we have improved from what we reported this time last year and, overall, the higher trending services continue to remain the same. Additionally, at last S&F meeting we provided an overview of the Ryan White Part A Funding Components, broken down by percentage into three categories: Administrative (10%), Quality (5%), and Direct Services (85%).

***Comment: J. Patterson** – It is good to see red, as it indicates money is being spent.

***Question: B. Willis** - Do we know if recipients use about 11% of allocation for admin, across other sites?

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***Response: M. Baker** – Our RW is for 10% admin, if they choose to do so.

***Comment: J. Patterson** – We can go up to 15% because it includes admin and Clinical Quality Management.

***Question: J. Mazo** - What is Other Professional Services?

***Response: M. Baker** - This is for legal assistance referral from case managers.

***Comment: N. O'Neal** - As this sheet is very good, it would also be helpful to have more of a breakdown report on the 10% for things like legal services, case management, food, or other costs to operate the ten percent, even if just provided yearly.

***Comment: L.J. Sylvia** - This info gets pulled from the fiscal department, so we must update the recipient on what's needed ahead of time.

***Response: M. Baker** - Line items would include salaries as well as supplies or things that would help administrate the grant, and we could never have anything in the budget that is not approved, only what is allowable.

***Question: J. Mazo** - With psychosocial and mental health, is that being underutilized?

***Response: M. Baker** – Mental Health is coming in at 40 plus percent and Psychosocial at 70%, them being two different categories. We can ask providers what may be the issue, as we also get mid-year reports that give updates on services that may be under/over utilized. Also, with deliverable or program-based services versus full-time staff (FTE) based services, the FTE money goes to staff salaries, in which an underutilized service may be due to a vacancy in staffing for that service.

Medicaid Update – C. Nicholls

Medicaid forms sessions are underway, open enrollment begins November 1st through January 15th, and if you know persons who have questions on Medicaid, let us know.

Ryan White Part B Update – K. Ruiz

First, Medicaid just shared that the ACA (Affordable Care Act) enrollment is upcoming. We will be working with the case management network and getting schedules out on trainings for things like Medicare and Medicaid insurance. Second, if anyone has recently experienced delays in communication with the OHDAP (Ohio HIV Drug Assistance Program), it is mostly due to a shortage in staff, as our ODH (Ohio Department of Health) Administrator, Sonia Muse, was out on leave but is now back in the office. Last, we are continuing work with our health education and risk reduction efforts in reducing syphilis and educating individuals who are living with HIV, and getting everything documented. Also, as we are seeing reoccurring cases of syphilis and of individuals being diagnosed with HIV, and we want to make sure all our individuals, and everyone is aware that there are resources and supports available.

***Question: L. Yarbrough-Franklin**- Our providers in residential and detox treatment facilities are starting to see folks coming in with syphilis. As it has been a challenge in giving referrals to follow up, are there any suggestions or info on this?

***Response: K. Ruiz** - We are working more with recovery organizations and will also reach out to STI Prevention on contacts. Also, if there are connections with organizations open to test kits, we will send tests wherever needed, home, jails, recovery centers, etc.

HOPWA (Housing Opportunities for Persons with HIV/AIDS) – J. Asare

We currently have no new updates other than we will be going to the HOPWA Institute next week, and will hopefully learn something new that we can share at the next meeting.

***Question: S. Washington** - What are the updates on the Ending the Epidemic housing funds?

***Response: J. Asare** - We have several housing services, and if we can't help we will refer to other resources?

***Comment: Z. Levar** - At this point, most of the Covid money for public health programs has been exhausted or taken back by funders due to the ending of the public health emergency.

***Comment: J. Citerman-Kraeger** - Stephanie is correct. HOPWA received additional monies during COVID and it was spent in 2020 through 2022. HOPWA monies were also provided to EDEN, Nueva Luz, NEOCH, AIDS Taskforce.

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***Comment: L.J. Sylvia** - The question is more so who should folks contact with questions on HOPWA?

***Response: J. Asare** – We will check and get back on this.

***Comment: J. Patterson** - Housing Case Managers seem like a good choice for people who are seeking housing. Also, Part A funds support housing case managers through the Non-Medical Case Management service category.

***Comment: B. Willis** – Info: <https://www.thebody.com/article/people-living-with-hiv-national-housing-crisis>

***Comment: J. Stevenson** – There’s a new opening at EDEN’s Atwood East housing facility. Info will be provided.

Committee Reports – no more than three (3) minutes each

Community Liaison Committee – N. O’Neal

CLC met a week ago, we had an in-person listening session, and we will have another one, online on Oct 23rd at noon, and we ask that you please invite persons living with HIV, other than those in our committee. We also had a nutritionist present on nutrition, and we hope to do another educational session as all are invited to these.

Strategy & Finance Committee – J. Patterson

We had a discussion on the recipient report and PC budget on the different components and how they interrelate. We also talked on the Needs Assessment and how this is mostly the role of Quality Improvement (QI) committee.

L.J. Sylvia - Also, if interested in the reallocation conversation, please come to the Nov 6th S&F meeting where we look at the spreadsheet and decide how to move money in spending much as possible of the grant.

Membership, Retention and Marketing Committee – B. Gayheart

We met earlier today, discussed a member’s change of status, the upcoming term limits, the renewal application timeline, and we voted to approve the change of status and renewal timeline items. Next we discussed launching a workgroup for youth engagement, which if anyone would be interested, please contact Lj or Billy. Also, we had an update on our annual mandatory forms that are due.

L.J. Sylvia - If any PC member has not filled out forms for 2024 and/or needs help, please let us know.

Quality Improvement Committee- L. Moore

We recently discussed QI changes for our bylaws, and are now looking at the 3,000 people not in care on possibly doing a deep dive into this. Along with that, we had a brainstorming in which we developed over two pages of questions and will next look at ways to explore data on this.

https://docs.google.com/document/d/1HX3vJVzjRKMfZRDVG2tTz14A1vXZGZFO_hL-HcNAs0/edit?usp=sharing

HIV Prevention Committee – D. Houston

We last met in September, had a presentation from on Stigmatizing HIV Language which created a lot of thought and conversation, and we had community updates from Lorain County. The next meeting will be December 4, 2024 from 4-5:30 pm.

Planning Council Business

2025 Term Limits – L.J. Sylvia

As our PC term limits were last instituted in 2017, we are now just beginning to look at our PC membership terms on updates needed in remaining compliant with our bylaws, and HRSA’s (Health Resources Services Administration) mandatory requirements.

Amending, Tabling, and Voting: What Happens after a Motion is Seconded? – L.J. Sylvia

This is an overview of the feedback from last meeting on Robert’s Rules. We will begin with how to make a motion.

L.J. Sylvia – How is a motion made?

N. O’Neal - The chair has to recognize you, and after the motion, the chair asks for a second.

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L.J. Sylvia - What happens after a motion and second?

J. Patterson - It has to be restated.

L.J. Sylvia - After restating comes the discussion, who can do the discussion?

N. O'Neal – Anyone, unless they're conflicted, in which you can provide info, but not an opinion.

L.J. Sylvia – When is the best time to ask a question about a motion?

B. Willis - During the discussion. In chat, (“Steps to Handling a Motion”).

1. Member makes a motion	4. Chair opens the motion for discussion
2. Another member seconds the motion	5. Chair puts the motion to a vote
3. Chair states the motion	6. Chair announces the outcome

J. Patterson – Could we ask mentee on if another motion is made, in opposition or in contrast to the motion on the table, do they wait?

L.J. Sylvia - There can only be one motion on the floor at a time, and while that motion can be amended and/or changed in language, it must be completed before another one can be proposed. We will have the mentee clarify.

L.J. Sylvia - During Full PC, who can vote?

N. O' Neal – It depends on the motion, if someone is conflicted, meaning they have an affiliation or connection to the issue on the floor, they can only vote on a slate ballot, not individually.

J. Patterson – All members can vote.

L.J. Sylvia – Who can vote in a committee?

N. O'Neal - Anyone who is not conflicted, and is an official PC member, or a non-member volunteer “core” committee member, can vote in a committee.

L.J. Sylvia – The recipient staff cannot vote on anything.

L.J. Sylvia - Who can vote in CLC Committee?

N. O' Neal - Any PC member or CLC member.

L.J. Sylvia - Within CLC, anyone who is a member can vote. As a note however, with the MRM (Membership, Retention & Marketing) Committee, only official members can have it as their core committee.

L.J. Sylvia – What is the difference between roll call versus slate votes?

J. Patterson - Roll call votes are oral, in which a person confirms their vote when called by name.

N. O'Neal – A slate vote is done when there may be several items up for vote. It saves time and moves the agenda.

L.J. Sylvia – A slate vote is also good when a person is conflicted in representing an agency, at times when voting on moving money. The slate vote allows members to vote on basic issues in committee, as a whole, whereas voting on issues involving specific agencies, entities or persons, may be conflicting for some.

K. Dennis – What if a person abstains a vote?

L.J. Sylvia - They may be conflicted, although anyone can decide to abstained for any reason. It may also be they weren't in the meeting minutes.

Public Comments

Announcements

L.J. Sylvia – Congrats to the CCBH Part A Recipient staff in completing and submitting the RW grant proposal.

J. Patterson - This coming Saturday, October 19th, from 1-5pm, the LGBTQ Center will be hosting an event on the results from the Jan 2023-Dec 2024, LGBTQ Needs Assessment. There will be food drinks, and celebrations.

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B. Willis – CWRU will be hosting the World AIDS Day event again on Monday Dec 2, 2024, at the Tinkham Veale University Center, starting at 6:30 with dinner and a program. RSVP's are helpful, it's free and all are welcome.

Adjournment

Motion: N. O'Neal

Seconded: L. Moore

Attendance

	Planning Council Members	Jan	Feb	Mar	Apr	May	June PSRA	Aug	Sep	Oct	Nov
1	Kimberlin Dennis – Co-Chair	20	20	20	20	20	20	0	20	20	
2	Brian Kimball – Co-Chair	20	20	20	20	20	20	20	20	20	
3	Christy Nicholls- Co-Chair	20	20	20	20	20	20	20	20	20	
4	Biffy Aguiriano	0	20	20	20	0	20	0	20	20	
5	Cielle Brady						0	0	20	20	
6	Jeannie Citerman-Kraeger	20	0	0	0	0	20	20	20	20	
7	Michael Deighan	20	20	20	20	20	20	20	0	20	
8	Clinton Droster	20	20	20	20	0	20	20	20	20	
9	Billy Gayheart	20	20	20	20	20	20	20	20	20	
10	Tiffany Greene	20	0	20	0	20	20	20	20	20	
11	Barbara Gripshover, MD	20	20	20	20	20	20	0	20	20	
12	Deairius Houston	20	20	20	20	0	20	20	20	20	
13	Bryan Jones	20	20	20	20	20	0	0	0	0	
14	LeAnder Lovett	0	0	0	0	0	20	20	20	20	
15	Talib Mahdi						20	20	20	20	
16	Xiomara Merced						20	0	0	0	
17	Lorsonja Moore	20	20	20	20	20	20	20	20	20	
18	Naimah O'Neal	0	20	0	20	0	20	20	20	20	
19	Julie Patterson	20	20	20	20	20	20	20	20	20	
20	Sahara Rivera						20	20	20	20	
21	Faith Ross	20	20	20	0	20	20	0	20	20	
22	Karla Ruiz	20	20	0	0	20	20	20	20	20	
23	James Stevenson	20	20	20	20	0	20	20	20	20	
24	Anthony Thomas	20	20	20	20	20	0	20	20	20	
25	Joye Toombs	0	20	0	20	0	20	20	20	20	
26	Stephanice Washington	20	0	0	0	0	20	0	0	20	
27	Leshia Yarbrough-Franklin	20	20	20	20	20	20	20	20	20	
	Total in Attendance	21	20	18	19	15	26	19	23	25	

Attendees: J. Mazo, J. Asare, B. Willis, K. Rodas, L. Spangler, T. Moyel, A. Rollins, J. Garcia

Staff: M. Baker, Z. Levar, L.J. Sylvia, T. Mallory